Enrolment Form and Learning Agreement
2016/17

BASINGSTOKE COLLEGE of TECHNOLOGY BCoT

European Union
European Social Fund

Please complete in BLOCK CAPITALS. Please circle the answers or options you select like this.

Have you ever enrolled at BCoT before? YES/NO Learner Ref: ☐☐☐☐☐☐☐

About you

Title: Mr/Mrs/Ms/Miss/Other: …… Gender: Male / Female Date of birth: D D M M Y Y Y Y

First Name(s) in full: …… Surname: ……

Current Home Address: ……

…… Postcode: ☐☐☐☐☐☐☐

Your e-mail: ……

Daytime/mobile phone: …… Evening/landline phone: ……

Emergency or next of kin name: …… Phone: ……

Emergency or next of kin e-mail: ……

Living in the UK

Were you born in the UK and have you lived here ever since? YES / NO (If YES go on to Ethnic Origin)

If you have answered NO, how long have you lived in the UK? …… years …… months

If you have been living in the UK or EEA for less than 3 years, please tell us: in which country(ies) ……

and for how long: …… years …… months.

Are you a UK passport holder? YES/NO (if NO, we are required to keep on record a copy of your non-UK passport/Visa paperwork as part of the conditions of our Tier 4 licence with the Home Office)

Do you need a visa or other permission to live in the UK? YES / NO

If YES, please tell us what type of visa …….. and when it expires D D M M Y Y Y Y

You will need to bring your visa or immigration paperwork when you enrol so we can see that you are allowed to study in the UK.

BCoT: Country of Domicile: ……..Visa/Passport No: ……..Evidence Seen: …….. Initials: ……

Ethnic origin (Please circle the option that best describes your ethnic group)

White

31 English/Welsh/Scottish/Northern Irish/British
32 Irish
33 Gypsy or Irish Traveller
34 Other White background

Black/African/Caribbean/Black British

44 African
45 Caribbean
46 Other Black/African/Caribbean

Asian/Asian British

39 Indian
40 Pakistani
41 Bangladeshi
42 Chinese
43 Other Asian background

Mixed Ethnic Group

35 White and Black Caribbean
36 White and Black African
37 White and Asian
38 Other mixed ethnic group

Other

47 Arab
98 Any other

Please tell us your first language if it is not English: ……

Supporting you at BCoT

Do you have a disability, health problem or learning difficulty? YES/NO If YES please circle all that apply and tick the main one.

		Main?
4	Visual impairment	
5	Hearing impairment	
6	Disability affecting mobility	
7	Profound complex disabilities	
8	Social and emotional difficulties	
9	Mental health difficulty	
10	Moderate learning difficulty	
11	Severe learning difficulty	
12	Dyslexia	
13	Dyscalculia	
14	Autism spectrum disorder	
15	Asperger's Syndrome	
16	Temporary disability after illness or accident	
17	Speech, Language & Communication needs	
93	Other physical disability	
94	Other specific learning difficulty (e.g. dyspraxia)	
95	Other medical condition (e.g. epilepsy, asthma, diabetes)	
96	Other learning difficulty	
97	Other disability	
98	Prefer not to say	

Previous education

If you are under 19 years old do you also attend another school/college? YES / NO

School/College ……

Please circle the highest level of qualification you currently hold:

09 Entry Level
01 Level 1 (GCSEs Grade D-G)
02 Level 2 (5+ GCSEs Grade C or above, NVQ Level 2, BTEC First Dip)
03 Level 3 (2+ AS/A levels, NVQ Level 3, BTEC Level 3 Diploma/OND/ONC)
10 Level 4 (HNC, Level 4 Diploma)
11 HND, Foundation Degree, Level 5 Diploma
12 Bachelor Degree, level 6 Diploma
13 Masters Degree, level 7 or 8 Diploma
97 Other qualification or level not known
99 No qualifications

If you are under 24 years old, please tell us about your GCSE English and Mathematics by circling your grade:

English Grade none / U / G / F / E / D / C / B / A / A* Mathematics Grade none / U / G / F / E / D / C / B / A / A*

Course enrolment

Course Code	Start Date	End Date	Course Title	Tuition Fee	Reg/Exam Fee	Remission Adjustment*	Total to Pay
						TOTAL £	

(* see 'Fees and concessions' below for available remissions and conditions that apply)

Tutor approval *(if required)* Name: …… Signature: …… Date: ……/……/20……

How to pay

If fees apply, who will pay your fees (please circle)? I will pay My employer My sponsor

If your employer is paying, please make sure that you fill in the employer details in the Employment section below and complete an Employer Authorisation form (available at www.bcot.ac.uk) or at the college, so that we can send an invoice.

If you are paying for the course(s), how do you wish to pay (please circle)? Cash Debit Card Credit Card Instalment Plan*

* instalment plans are available only for some courses dependent on the cost and length of the course

If you are paying by card, please complete a Card Payment Form. Please ask in college or call for details. If you are over 19 years old at the start of your course and the course is at Level 3 or 4, you may be eligible for an Advanced Learner Loan to pay for some or all of your course. Please ask Student Services for further details. Please note that we cannot provide financial advice and we encourage all applicants who are eligible for an Advanced Learner Loan to take their own independent advice before making a loan application.

BCoT: Employer Authorisation? Yes/No *Adv Learner Loan advice? Yes/No* *Adv Loan applied for? Yes/No*

Fees and Concessions

Are you under 19 years old on 31st August 2016? YES / NO (If YES please go the Employment section)

State Benefits 1 (You must fill in NI Number and you will need to show evidence at enrolment if you are relying on them for a fee reduction.)

Job Seeker's Allowance (income or contribution based) ☐
Employment & Support Allowance (Work-Related Activity Group) ☐
Universal Credit and required to undertake skills training ☐

NI Number
……

BCoT Evidence:……
Seen by: ……
Date: ……

State Benefits 2 Declaration

I am unemployed or earning less than 16x the minimum wage a week/less than £330 a month AND I am receiving the following state benefit(s) (please tick as required) and want to undertake training to enable me to gain skills to help me find work:

Employment & Support Allowance (Support Group) ☐ Income Support ☐ Housing Benefit ☐ Working Tax Credit ☐

Other (please state): ……..

Are you a dependent of someone who receives one of the benefits listed above? YES / NO
Are you an asylum seeker? YES / NO
Is your total household income below £16,190? YES / NO

BCoT Concession
YES / NO

If you are aged 19-23 studying for your first eligible full level 2 or 3 or for GCSE English or Mathematics grade C or higher, please delete as applicable:

I declare that I do not have a full level 2 qualification / a full level 3 qualification / GCSE English grade C or above / GCSE Maths grade C or above (this information will be checked and you will be liable for the full course fee if this self-declaration is found to be false.)

Signature: ……

Employment

Paid Employment (please tick hours, employed for and **if applicable** self-employed)		tick
Hours	Less than 16 per week	
	16-19 hours per week	
	20 or more hours per week	
Employed for	Less than 3 months	
	4-6 months	
	7-12 months	
	More than 12 months	
Self-employed		

Not in Paid Employment (please tick looking or not looking for work and how long you have been unemployed)		tick
Looking for work and available to start work		
Not looking for work and/or not available to start work		
How long?	Less than 6 months	
	6-11 months	
	12-23 months	
	24-35 months	
	36 months or more	

Just before you start your course at BCoT, will you have been in full-time education or training? YES / NO

Employer Name: ……

Address: …… Postcode: ☐☐☐☐☐☐☐

Household situation

If you are over 19 years old the government has requested that all colleges collect some information about your household situation. Please tick as appropriate. **Note that more than one may apply.**
(Adult means 18 or over. Dependent child means under 18 or 18-24 full-time student/not working.)

☐ No household member (including me) is in employment and the household includes one or more dependent children
☐ No household member (including me) is in employment and the household does not include any dependent children
☐ I live in a single adult household with dependent children
☐ Prefer not to say ☐ None of these statements apply

Criminal convictions

The government requires us to ask all our learners to declare if they have any unspent criminal convictions as defined by the Rehabilitation of Offenders Act 1974. If you declare such a conviction you will need to complete a **Declaration of Criminal Convictions** form giving us full details. This form will be sent to you or given to you if you are completing this form at BCoT. Enrolments will not be processed until we receive this form. If an enrolment is refused we will refund any payments made.

Do you have any unspent criminal convictions as defined by the Act? YES / NO *BCoT: Form sent Yes/No Received Yes/No*

How the information you give is used

BCoT is committed to keeping your personal information safe and kept only for as long as necessary to help us with the administration of your enrolments and to provide statistics so the college can be well-managed and successful.

The personal information you provide is passed to the Skills Funding Agency, and the Department for Business, Innovation and Skills. Where necessary it is also shared with the Department for Education, including the Education Funding Agency. The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.
You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education. You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme.
Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: https://www.gov.uk/government/publications/sfa-privacy-notice
You can opt out of contact for other purposes by ticking any of the following boxes if you do not wish to be contacted:

☐ About courses or learning opportunities. ☐ By Post ☐ By e-mail
☐ For surveys and research. ☐ By Phone (including text messages)

European Union
European Social Fund

For office use only Remission: ☐☐☐ Major SOF: ☐☐☐ Employer code: ☐☐☐☐☐☐☐
Delivery postcode: ☐☐☐☐☐☐☐ Employment: ☐☐ Sponsor code: ☐☐☐☐☐☐☐
Funding: ☐☐☐ Full/Co-funded: ☐☐ Input by: ☐☐☐☐☐☐☐☐

Important Information You Need to Know - The Small Print

If you are intending to pay by cash or need to pay by instalments to pay your fees, you will need to enrol in person.

BCoT is committed to supporting those with disabilities or learning difficulties. Even if you indicate on this form that you do not need support, you can contact Learner Support at any time for assessment of any needs you may have, before and during your course. If you need this form in a different format, please contact Student Services for further help. BCoT wishes to ensure that it complies with the Equality Act 2010 (as amended), and expects all learners to be treated fairly. If you require a reasonable adjustment to attend your classes, or other adaptations to ensure you are not disadvantaged, please let us know as soon as possible so that we can help you.

We are committed to Equality and Diversity at BCoT. We expect all learners and staff to treat other learners and staff with courtesy and respect at all times whilst in and out of class when on campus. Let's make BCoT a great place for everyone to learn, without prejudice or discrimination.

We are also committed to providing a safe environment for learning – we operate a Safeguarding Policy at BCoT to ensure that you feel confident to come to college and safe to study here. As part of this policy you agree to wear your ID badge at all times whilst on campus. Please see our Safeguarding Policy for details.

A 'No Smoking' policy operates at BCoT, and all persons on site are not permitted to smoke within the building or grounds of the college, except in designated smoking areas.

Fees

At BCoT we are committed to ensuring that, if you have to pay fees, you are notified as soon as possible of the correct fee and your payment options. Sometimes fees have to change or we have to cancel or change a course for reasons beyond our control. When a course is cancelled, or if you choose to cancel your enrolment before you start your course, we will refund all monies paid. However, once you have started your course, we cannot refund any fees except in exceptional circumstances. If you can no longer attend your course, please contact your tutor first as s/he may be able to offer alternative learning arrangements. If you withdraw and feel that there are exceptional circumstances, you will need to put them in writing to: Director of Student Experience, BCoT, Worting Road, Basingstoke, RG21 8TN. Every case will be judged individually and may require other evidence to support your claim. In any case, registration/exam fees cannot be refunded as the college pays these to the examination boards upon enrolment. Any refund awarded in exceptional circumstances is subject to a £50 admin fee.

Where your employer is paying for your fees, they will still be liable for those fees even if you leave that company.

If you are an overseas student you will be required to complete additional forms before enrolling. Fees for international learners are worked out in a different way from home learner fees; please contact BCoT Admissions for further details.

If you are enrolling on an Apprenticeship, fees are worked out for your particular programme, and may vary from those published on the college website. Please contact BCoT for Business – Apprenticeships for further details.

My Agreement

I declare that, to the best of my knowledge, the information I have provided on this form is correct. I promise to inform BCoT of any changes to my circumstances as soon as they occur, as this may affect my eligibility for any concessions or fee reductions applied to my course fees.

I confirm that I have received appropriate advice and guidance on the course(s) I have selected to study. I was made aware of the entry requirements, I have read or been given the opportunity to read the course outline, and that I have been given the opportunity to ask any questions I may have on the learning I am to undertake.

I confirm that I have read the **Important Information** above, and agree to abide by college policies and regulations whilst I am learning at BCoT, including all Health and Safety regulations whilst on college campus. I promise to make all reasonable efforts to attend all my classes punctually and regularly.

I understand that my learning may be financed wholly or partly by the European Social Fund, which is investing in jobs and skills in England by focussing on people who need support the most and helping them fulfil their potential.

I have read the statements on how my information will be used, and agree to the use of my information for the administration of my enrolment subject to the restrictions I have indicated on this form in the section **How the information you give is used**.

I agree that photographs and videos made on campus containing images of me may be used for publicity purposes unless I indicate otherwise in writing to Student Services.

I understand that the college may have to make changes to my course, the timetable, or tutors, or otherwise alter, combine or cancel courses at short notice. The college will take all reasonable steps to notify me as soon as is practical of any changes.

Your signature: …… Date: ……/……/20…… *BCoT Phone enrolment*

Signed on behalf of BCoT by:

Name: …… Signature: …… Date: ……/……/20……

NOTES

Page 1 Supporting you at BCoT

If you have answered YES to the question 'Do you have a disability, health problem or learning difficulty?' then please **circle any of the listed options that apply** to you and **tick the one** (only one) you regard as the main option. If you have answered NO there is no need to do anything further in this section, just turn over to Page 2.

Page 2 Your education

If you are under 19 years old on 31 August 2016 then please let us know if you are wishing to follow one of our part-time courses but are actually attending another school or college as a **full-time** student (by answering the question at the top right-hand corner and, if the answer is YES, by writing the name of the school/college in the box provided).

If are attending another school or college as a **part-time** student, there is no need to tell us.

Fees and Concessions

If you are under 19 years old on 31 August 2016 then you will not normally be liable for fees. If you are 19 or over on that date, then there are some circumstances in which you may be entitled to have your fees waived or reduced.

Fee concessions do not apply to full-cost courses regardless of age or circumstances. These courses are indicated by the symbol **FC** on the website.

State Benefits 1	If you are in receipt of one of these three benefits then your fees will be reduced. However, you must fill in your National Insurance (NI) Number and you will **need to show benefit evidence at enrolment** if you are relying on them for a fee reduction. The **evidence must be dated within 3 months of your enrolment date**. You will need to attend in person.
State Benefits 2	If you are unemployed, in receipt of one or more state benefits and want to enter employment and believe skills training will help you find work, then, at the college's discretion, you may be entitled to have your fees reduced. You will need to complete this section and sign it at the bottom of the section. The college will need to be satisfied that the learning is directly relevant to your employment prospects and the needs of the local labour market.
Dependant; Asylum seeker; Low household income	If one of these applies to you, the college may, at its discretion, offer a reduction in fees. Evidence will be required in all cases.
First Full level 2/3/4 (see the **Your Education** section of the form for an explanation of levels)	If you are aged 19-23 on 31 August 2016 and studying for your first level 2 or level 3 qualification (or level 4 qualification if you have not previously obtained a full level 3 qualification), you may be entitled to free tuition. If any of these apply you should complete the declaration by deleting the unwanted parts and sign at the bottom of the section.
GCSE English or Mathematics	If you are studying GCSE English and/or Mathematics and you have not already obtained a grade C or above, you may be entitled to free tuition. If either of these apply you should complete the declaration by deleting the unwanted parts and sign at the bottom of the section.

Page 3 Employment

All colleges are obliged by the government to obtain employment information about all students whether they are unemployed, employed part-time or employed full-time. Please complete all the appropriate parts.

If your employer is paying for your course then please also complete the details about your employer and complete the Employer Authorisation Form which can be downloaded from the college website.

Household Situation

The government also requires all colleges to collect this information. This section is required to be completed if you are 19 years old or over on 31 August 2016.